



California Coastal Commission

JOB ANNOUNCEMENT

COASTAL PROGRAM ANALYST III

DISTRICT SUPERVISOR

SOUTH COAST DISTRICT OFFICE – LONG BEACH

TWO FULL TIME, PERMANENT POSITIONS

The California Coastal Commission is offering two exciting opportunities to participate in planning and regulating development on California's vibrant South Coast. The South Coast office has responsibility for carrying out requirements of the California Coastal Act in twenty coastal jurisdictions (cities, counties and ports). These are supervisory positions with broad responsibilities for analyst supervision and personnel oversight, general administration of Local Coastal Program planning and permit regulatory work in the South Coast District including project management, coordination with other agency units (e.g., legal, enforcement, technical services), participating in agency-wide senior staff meetings and coordination, external communications outside the District, as well as backup coverage of the District Manager responsibilities as required. Oversight, review, writing and editing of staff recommendations are required. In addition, attendance at certain Coastal Commission meetings and making staff presentations will be required. The persons in these positions will supervise District staff, reporting directly to the District Manager.

The South Coast District staff is responsible for carrying out a permit program for new development proposed in areas such as tidelands, wetlands, and certain other areas where the Coastal Commission maintains coastal permitting authority. The District staff is responsible for monitoring and assisting the coastal permitting programs of the seven coastal jurisdictions (cities and counties) included in the twenty South Coast jurisdictions. Responsibilities of the South Coast District staff also include the review of local government coastal development permits that are appealed to the Coastal Commission. In addition to the regulatory program, the District staff is responsible for the review of Local Coastal Program submittals from the South Coast jurisdictions. Due to the size of the District, a significant amount of travel and fieldwork will be required.

The duties of the Coastal Program Analyst III include the following:

- Supervise the Local Coastal Program and coastal permit-related work of the South Coast District staff, ensuring that applicable deadlines are met.
- Personally analyze the more complex coastal permit applications and Local Coastal Program submittals and prepare staff reports for action by the Coastal Commission.
- Review compliance with the conditions and terms of coastal development permits.
- Monitor the coastal regulatory and planning programs of cities and counties in the District and participate through means such as commenting on proposed developments under review at the local level and assisting local government planners in interpretation of Coastal Act and Local Coastal Program policies.
- Coordinate with District and Statewide Enforcement staff on reports of violations of the Coastal Act and/or coastal permits and assist in the preparation of recommendations for resolution of such violations.
- Provide information to permit applicants and members of the public regarding the Coastal Commission's regulatory and planning programs.
- Provide guidance and information to local government planning and regulatory staff related to Local Coastal Program compliance and implementation.
- Take a pro-active approach to identifying and solving problems of Local Coastal Program interpretation and implementation.
- Gather data and prepare reports on various matters related to the Coastal Commission's mission.
- Provide direct supervision of coastal program analysts.

Desired Qualifications:

- Knowledge of supervisory techniques and the ability to effectively plan, motivate, and organize the work of others.
- Knowledge about the Coastal Act, environmental impact analysis and regulation, land use planning in California and the means of implementing Local Coastal Programs, such as zoning and other legal and regulatory processes.
- Familiarity with the functions and relationships of federal, state, regional, county, and city governments and special districts.
- Ability to analyze information; creatively explore alternative approaches; and develop defensible policy positions.
- Excellent communication skills and the ability to write accurate, complete, and concise staff reports and correspondence.

Eligibility: Individuals on the Coastal Program Analyst III list are eligible to apply. Current or former State employees with transfer or reinstatement rights at the Coastal Program Analyst III level are also eligible to apply. (Please note that in order to be eligible to transfer/reinstate, applicants **must** meet the minimum qualifications of the Coastal Program Analyst III classification) All applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

SALARY: Coastal Program Analyst III \$5,689– \$7,068 per month

CONTACT: For information about these positions: Steve Hudson, Deputy Director, at (805) 585-1800 or Karl Schwing, Deputy Director, or Teresa Henry, District Manager, at (562) 590-5071

For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540

FILING: These positions will be open until filled. We would like to fill the position in April 2018, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be offered. Submit a current resume, a State Application Form 678 (put job title for this position in the Examination or Job Title section), and a writing sample (5 pages or less) to:

HUMAN RESOURCES OFFICE
CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930
San Francisco, CA 94105–2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

Please indicate “Coastal Program Analyst III, Long Beach” in the Examination or Job Title section on the State Application Form 678.

FOR MORE INFORMATION ABOUT THE COMMISSION, WHAT WE DO, AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE QUESTIONS, YOU MAY E-MAIL US OR CALL THE ABOVE NUMBERS.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

California Relay Service for the Hearing Impaired call 711